



PUNJAB PUBLIC SERVICE COMMISSION

LDA PLAZA- EGERTON ROAD, NEAR AWAN-E- IQBAL, LAHORE

JOB DESCRIPTION FOR SUBJECT SPECIALIST (ENGLISH)(BS-17) (CASE NO. 9G2024)

The Post Main Responsibilities and Tasks

1. To teach the students according to syllabus/time table/level.
2. To prepare lesson plan as per requirement.
3. To keep up dated information of modern teaching practices.
4. To assess each special student in his/her class and deal them accordingly.
5. To maintain teaching diaries.
6. To maintain record of academic performance of the student in class.
7. To keep classroom disciplined, neat and tidy.
8. To take part in extracurricular activities.
9. Any other duty assigned by the authority.

Occasional Tasks and Responsibilities

1. Any other assignment assigned by the Authority

_____END OF DOCUMENT_____